

**U.S. Department of Commerce
Human Resources Summit (Winter 2006)
Session Evaluation
February 8, 2006
"Name of Session"**

GRADE _____ **BUREAU** _____

Please complete this evaluation form. Your input will assist with the planning of future sessions that meets the needs of both the organization and you, the individual employee.

Indicate your rating by circling a response:

5 – Excellent – 4 Very Good – 3 Satisfactory – 2 Below Average – 1 Poor/Unsatisfactory

Presenter

1. Was the presenter organized? 1 2 3 4 5
2. Was the presenter knowledgeable of subject matter? 1 2 3 4 5
3. Did the presenter answer all questions? 1 2 3 4 5

Session Content

1. Was the presentation of subject matter organized? 1 2 3 4 5
2. Did the session content meet your information needs? 1 2 3 4 5
3. Do you have a better understanding of the topic that was presented? 1 2 3 4 5

Comments

1. How relevant was this session to your job? Will you be able to apply the information learned to your job?
 2. Would you recommend this session to others?
 3. What did you like most about the session?
 4. What did you like least about the session?
 5. What additional topics would you like to see offered in the future?
 6. Additional Comments/Questions to help us improve the HR Summit _____
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Thank you for completing this brief evaluation form.